

Annual Reconciliation User Guide

(City Login) User Documentation



Kentucky Department of Insurance
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User Documentation
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SETTING UP A NEW ACCOUNT

If you are a city representative wishing to view your city specific LGPT data, you will need to set this account up manually. To do so either:

- Submit an e-mail to the following e-mail address:

DOI.ISHelpDesk@ky.gov

- Or, you may call the DOI regarding this topic at 502-564-6154 X4359.

LOGGING INTO E-SERVICES

Enter your Username and Password from the E-Services jump page as shown here.

The image shows a screenshot of the KY Department of Insurance E-Services login page. The page has a blue header with the text "KY Department of Insurance". Below the header, there is a login form with a blue background. The form contains the text "Please log in here:" followed by two input fields: "Username" and "Password". A "submit" button is located below the password field. To the right of the login form, there is a vertical navigation menu with links: "Co", "view data relat", "Complaint, Mec", "Consumer Guid", and "New A". Below the login form, there are two links: "First time here? Please click here to register for secure access." and "Forgot your password?". At the bottom left, there is a link "Having trouble" with a small icon of a person. A white box with a black border is overlaid on the right side of the page, containing the text "Then click 'Submit'". An arrow points from this box to the "submit" button on the login form. Another arrow points from the "submit" button to the "Username" input field.

KY Department of Insurance

Please log in here:


Username

Password

submit

First time here? Please click here to register for secure access.

Forgot your password?

Having trouble 

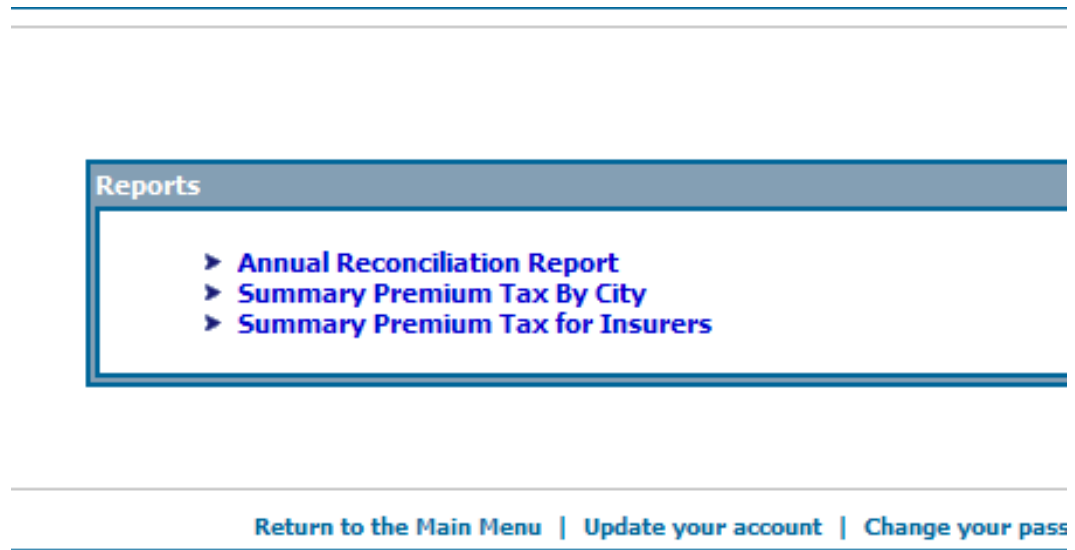
Co

- view data relat
- Complaint, Mec
- Consumer Guid

New A

Then click 'Submit'

The following screen should display...



ACCESSING ANNUAL RECONCILIATION DATA FROM E-SERVICES

This account is set up for city/county taxing governments to see their data online via E-Services.

It is important to note the user will have access to only the specific city data for whom the account was set up.

After acquiring the login from the DOI, you may access the data by:

Entering your Username and Password from the E-Services jump page as shown here.

KY Department of Insurance


Please log in here:

Username

Password

First time here? Please click here to register for secure access.

[Forgot your password?](#)

Having trouble 

Co...

- view data relat...
- Complaint, Mec...
- Consumer Guid...

New A...

Then click "Submit"

The following screen will display.



Annual Reconciliation Report

The Annual Reconciliation Report will list all Companies that have written business in your city, along with Premium and Taxing Amounts.

To access this data, click:



Select the year you wish to review, then click “Submit”...

A screenshot of the 'Annual Reconciliation Report' form. The title 'Annual Reconciliation Report' is at the top. Below it, there is a label 'Tax Year' followed by a dropdown menu showing '2006' and a blue 'Submit' button. An arrow points from the 'Submit' button to the right.

The data will display..

Annual Reconciliation Report

Tax Year

City Name :Barbourville	Tax Year :2006			
Filer	FEIN/DOIID	Annual Premium Received	Annual Tax Paid	Annual Interest Paid
ACUIITY, A Mutual Insurance Company	390491540	\$7,844.44	\$706.00	
AETNA Insurance Company of Connecticut	061286276	\$54.00	\$5.00	
AIG Life Insurance Company	251118523	\$32,779.00	\$2,950.11	
AXIS Reinsurance Company	510434766	\$438.00	\$39.42	
Aegis Security Insurance Company	232035821	\$6,618.33	\$595.65	
Aetna Life Insurance Company	066033492	\$2,665.00	\$239.00	
Alfa Vision Insurance Corporation	201319603	\$8,439.00	\$760.00	
Allianz Global Risks US Insurance Company	953187355	\$385.00	\$35.00	
Allstate Indemnity Company	366115679	\$22,529.10	\$2,027.61	
Allstate Insurance Company	360719665	\$40,172.50	\$3,615.52	
Allstate Life Insurance Company	362554642	\$11,332.98	\$1,019.97	
Allstate Property & Casualty Insurance Company	363341779	\$8,642.90	\$777.86	
American Alternative Insurance Corporation	522048110	\$322.50	\$29.03	
American Bankers Insurance Company of Florida	590593886	\$40,444.00	\$3,639.96	


Summary Premium Tax By City

This report will compare previous annual data concerning the taxing entity.

Reports

- [Annual Reconciliation Report](#)
- [Summary Premium Tax By City](#)
- [Summary Premium Tax for Insurers](#)

Summary Premium Tax by City



The results display..

Summary Premium Tax by City

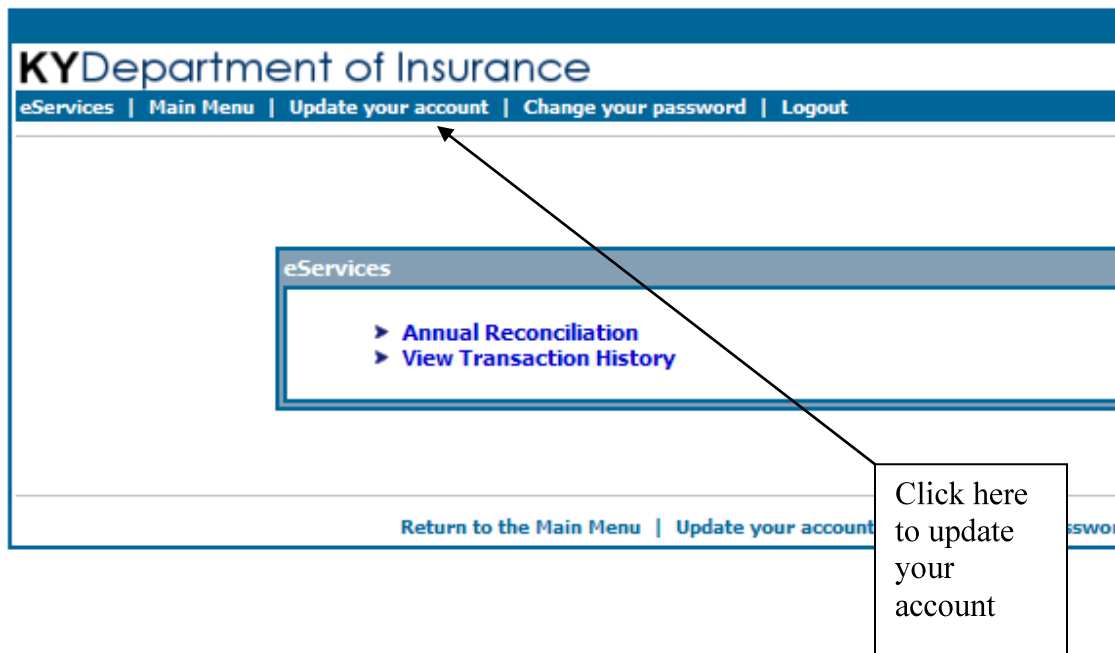
City Name	Barbourville		
Year	Annual Premium	Annual Tax Paid	Annual Interest Paid
2004	\$5,749,527.08	\$517,358.78	\$32.82
2005	\$6,925,210.73	\$697,818.37	\$13.27
2006	\$6,816,462.39	\$613,573.83	\$4.88
2007	\$7,155,724.21	\$607,783.47	\$99.48
2008	\$1,985.53	\$176.56	

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ACCOUNT MAINTENANCE

There are tools in the account that allow you to update your information, or change your password.

Updating Your Account



Update Account Information

Update Account Information - updates eServices account information only.

Updating your address on this profile does not update your official record with the department. You must complete "Record Correction Form 8303" on the eServices menu.

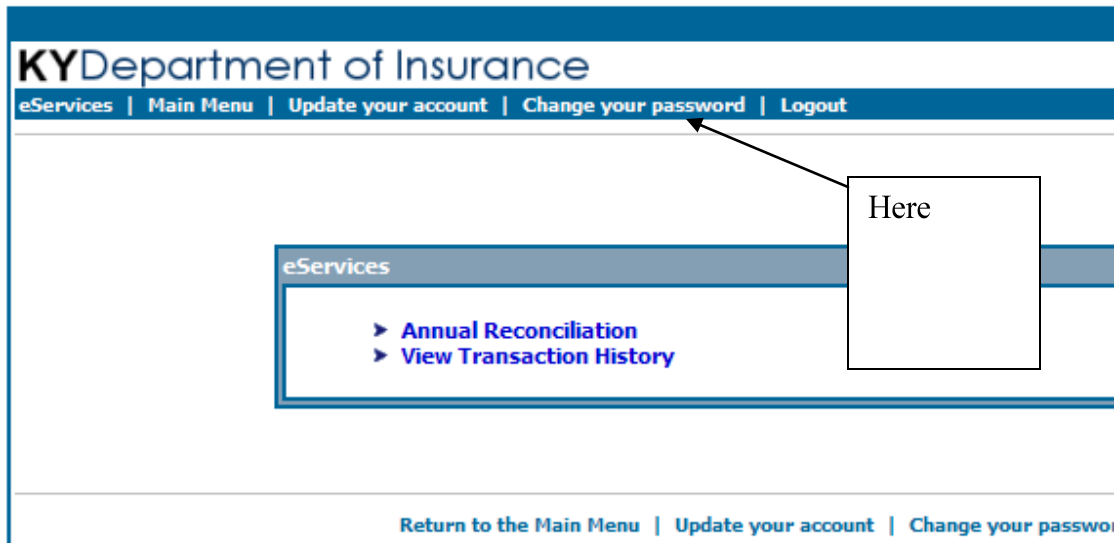
User Name	Annrec2009		
Password	***** (To change your password, Click here)		
First Name	<input type="text" value="V"/>		
Middle Name	<input type="text"/>		
Suffix Name	<input type="text"/>		
Last Name	<input type="text" value="A"/>	(DO NOT ADD SUFFIX: JR, SR, etc)	
Phone	<input type="text"/>	Extn	<input type="text"/> (Numbers Only)
Email	<input type="text" value="pa.ada@ky.gov"/>		
	(include the .com, .net or .org - accounts with invalid e-mail addresses will be removed)		
Address Line1	<input type="text" value="215 West Main St."/>		
Address Line2	<input type="text"/>		
City	<input type="text" value="Frankfort"/>		
State	<input type="text" value="KY"/>	Zip	<input type="text" value="40601"/>
Security Question	<input type="text" value="Your Mother's Maiden Name"/>		
Answer	<input type="text" value=" "/>		

Make any changes to the data here...

Then click 'Update Account' here to finalize the changes.

Changing Your Password

Click here, to change your password.



KY Department of Insurance

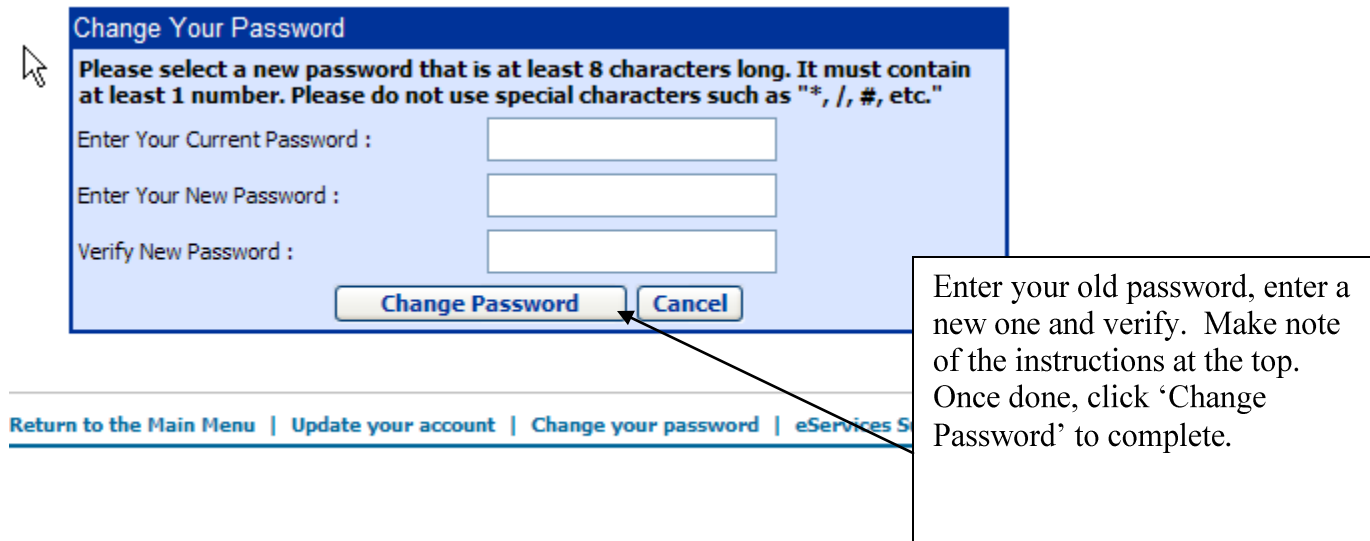
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eServices

- [Annual Reconciliation](#)
- [View Transaction History](#)

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Here



Change Your Password

Please select a new password that is at least 8 characters long. It must contain at least 1 number. Please do not use special characters such as "*, /, #, etc."

Enter Your Current Password :

Enter Your New Password :

Verify New Password :

Enter your old password, enter a new one and verify. Make note of the instructions at the top. Once done, click 'Change Password' to complete.

[Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices S](#)